



EDUCATIONAL SERVICE DISTRICT 112
ITB NO. ESD112-DE-12



ADDENDUM No. 04

SUBJECTS..... Timeline for submitting questions; publishing addenda; how to submit signed addenda

- Revision of Timeline on Page 4 and related language in Sections 1-5 on Page 9
- Addition of Section 6 on Page 9
- Revision of Section 1.0 on Page 18

DATE ISSUED September 11, 2012

Important Note to Bidders:

Only the items referenced in this addendum shall be revised. All other provisions, requirements, and terms and conditions of the Invitation to Bid #ESD112-DE-12 shall remain the same.

Instructions to Bidders:

Bidders shall sign, date and submit the form on this page with the rest of your company's bid materials. Insert all signed addenda pages, in sequential order, in front of Tab #1 in your three-ring binder. (Please insert *only page 1* from each addendum into the three-ring binder; do not include subsequent pages.)

Name of Company _____

Name of Authorized Representative (Please print) _____

Signature of Authorized Representative _____

Date Signed _____

In reference to Page 4 of the Invitation to Bid #ESD112-DE-12.

The last day for Bidders to submit requests for general information about this Invitation to Bid to the DigitalEdge Purchasing Specialist shall be revised. The new date shall be:

Tuesday, September 18, 2012

In reference to the related language on Page 9 of the Invitation to Bid #ESD112-DE-12.

Section 2 shall read:

2. Bidders may inquire about general information pertaining to this Invitation to Bid by sending an e-mail message to **digitaledge.specialist@esd112.org** no later than Tuesday, September 18, 2012. All inquiries and responses will be posted under the vendor menu of the DigitalEdge web site at **digitaledge.esd112.org** no later than Friday, September 21, 2012.

Section 4 shall read:

4. Addenda shall be posted no later than September 21, 2012.

Section 6 shall be added on page 9 and shall read:

6. Bidders shall complete the form on Page 1 of **all** addenda, and shall include each form with the bid materials.

In reference to all addenda listed on the Invitation to Bid #ESD112-DE-12 web page:

*As of September 6, 2012, the bottom section of Page 1 of all addenda now instructs Bidders to insert the signature page of all addenda, in sequential order, **in front of Tab #1** into their three-ring binder. Addenda #s 1-3 have been updated to include these revised instructions. Bidders shall download and sign the **updated addenda for #s 1-3** (found on the web page for DigitalEdge ITB #ESD112-DE-12), as well as all subsequent addenda.*

This addendum is continued on the following page.

In reference to Part 1.0 on Page 18 of the Invitation to Bid #ESD112-DE-12.

Section 1.0 shall read as follows. *Added or revised text is in red.*

PART 1: Three-Ring Binder with Required Documentation

Each Bidder shall submit ***one and only one*** three-ring binder (one-inch thick), regardless of the number of manufacturer product lines bid. The binder shall include a sleeve or pocket for a CD, and tabbed dividers that are organized, labeled and sequenced in the following manner:

_____ **Tab #1: Bidder's Narrative of Qualifications**

(Instructions can be found in the vendor area on the DigitalEdge web site)

Bidders shall include all required documents for each category listed within the Bidders Narrative of Qualifications. In addition to providing hard copies of these materials in the binder, the Bidder shall include pertinent files in PDF format on the required CD.

*In addition, Bidders shall complete the form on Page 1 of all addenda, and shall place only the signed form (Page 1) for each addendum, in sequential order, **in front of Tab #1**. In addition to providing hard copies of these signature pages for the addenda, the Bidder shall include these files in PDF format on the required CD.*

_____ **Tab #2: Offer and Acceptance Form**

(This form is available for download on the DigitalEdge web site)

Bidders shall submit two original signed copies of the Offer and Acceptance Form, and agree to abide by the scope of work, post-award requirements and terms and conditions of this Invitation to Bid. In addition to providing two hard copies of this signed document in the three-ring binder, the Bidder shall include this file (with the scanned information and signature) in PDF format on the required CD.

_____ **Tab #3: Non-Collusion Form**

(This form is available for download on the DigitalEdge web site)

Bidders shall include a completed form that is notarized and signed by an authorized representative. In addition to providing a hard copy of this document in the three-ring binder, the Bidder shall include this file (with the scanned signatures) in PDF format on the required CD.

_____ **Tab #4: Bidder's Company Return Policy**

(This document is generated and provided by the Bidder)

Bidders or their authorized resellers (agents) shall submit a copy of their current *Return of Goods Policy* which explains the terms and conditions, and how they manage the return of goods from Purchasers. In addition to providing a hard copy of this document in the three-ring binder, the Bidder shall include this file in MS Word 2007 or newer on the required CD.

_____ **Tab #5: Bidder's Contact Information for Each State or Region**

(This document is generated by the Bidder)

Bidders or their authorized resellers (agents) shall submit a document that lists the names, phone numbers and email addresses of sales representatives or account executives in each region or state included in their bid. In addition to providing a hard copy of this document in the three-ring binder, the Bidder shall include this file in MS Word 2007 or newer on the required CD.



Bunny Stevens, DigitalEdge Purchasing Specialist
E-Mail: digitaledge.specialist@esd112.org